FOIAonline 3.0

Program Integration

Contents

Preface

The contact information below is for the FOIAonline Help Desk; you **will** need them at some point…

Help Desk (8:00 am - 6:00 pm ET, M-F) | Toll-Free: (844) 238-7744 | Local: (970) 494-5506

Glossary | FAQs | Resources | About

Email Support | Privacy and Security Notice | Accessibility Statement |

BEGIN AT THE FOLLOWING URL:

https://foiaonline.gov/foiaonline/action/public/home/myCases

!!!!SAVE!!!!

Don't forget!! Save after every change to any page or you will lose the information

Save

Locating an item in FOIAonline 3.0

You may limit or expand the number of items you are able to view on one page by selecting this drop down.

You may search for specific terms here to provide an uncluttered view when desired by typing the specific item type you require. Ex: Task, Request...

FOIAonline

Search FOIAonline... | Go! | **Home** | **Search** ▾ | **Reports** ▾ | **Administration** ▾ | **Ra** ond 👤 ▾ | 🖨

Dashboards ⌃

All Unassigned Cases

Showing 1 to 25 of 1,151 entries   Show | 25 | entries

Filter

My Cases

FOIA Requests, Remanded Appeals, Consultations, Referrals and Tasks that are currently assigned to **YOU** the user.

Tracking Number

Assign All | **Detail**

My Org. Unassigned Cases

All Requests, Remanded Appeals, Consultations, Referrals and Tasks assigned to **YOUR COMMAND**.

All Unassigned Cases

DON-NAVY-2018-

All Requests, Remanded Appeals, Consultations, Referrals and Tasks submitted to the entire **DON** that are not assigned to an individual.

☐ Assign ✚

Assigned Cases

DON-NAVY-2018-

All Requests, Remanded Appeals, Consultations, Referrals and Tasks submitted to the entire **DON** that are assigned to an individual and/or a Command.

☐ Assign ✚

New Case File ⌃

DON-NAVY-2018-009665 | Request | Simple | | 07/19/2018 | 08/16/2018 | Initial Evaluation | ☐ Assign ✚

New Request

DON-NAVY-2018-009646 | Request | Simple | | 07/18/2018 | 08/16/2018 | Submitted | ☐ Assign ✚

(b)(6)

UNDER CONSTRUCTION

Copy to Clipboard | Export to CSV

Export to CSV:
Feature will allow export of information to an Excel Spreadsheet
Fields Provided:
Release Type, Title, User, Date/Time, Exemptions, Release Date & Detail

Locating an item in FOIAonline 3.0 Cont.

You may add keywords or tracking numbers to locate FOIA items. Echelons may only search within their Command tree and may only see their Command and those that fall under their purview.

*Currently you MUST click the **GO!** Button, just hitting enter will render a "no cases" message.

HOME:
This button will return you to the **My Cases** tab.

Quick Search

Enter search criteria into the Keyword Search field. Multiple keywords can be used, which will search using OR logic. To find a request by tracking number, enter the entire number (EPA-2012-000123), or a partial number (000123). Results will include both requests and records that match the entered criteria.

If you can't find what you are looking for, then try Advanced Search.

Keyword Search

Advanced Search

Select search criteria using the Look Up By dropdown and enter/select a value in the corresponding Search For field. Multiple selections can be made in the dropdown, which will search using AND logic, meaning the search results must match all criteria entered. Multiple selections can also be made for specific criteria in the Search For field, which will search using OR logic.

Search Criteria

Look Up By   Search For

Select One

Reports Tab Expanded

Annual Reports - These reports are also public facing and contain real-time updates regarding request, referral, appeal, and consultation metrics. They are identical to those produced in the year-end annual report, but can be run for any sub-office and time period.

Appeal - This function produces a report of all appeals based on fee waiver and/or expedited processing requests.

Expedited Processing - This function produces a report of all requests, referrals, and/or appeals that have expedited processing tasks.

Fee Waiver - This function produces a report of all requests, referrals, and/or appeals that have fee waiver tasks.

Delinquency - This function produces report of all requesters who have outstanding fee payments for 30, 60, or 90 days at the time the report is run.

Deleted Cases - This function produces a report of all case files (requests, referrals, appeals, and consultations) that have been deleted from the system.

Monthly Status Report - This function produces a status report of all processed and pending requests in the agency.

Public Requests Received - This function produces a report of all requests and referrals submitted to the agency.

Record Upload - This function produces a report of all records uploaded by user.

Registered User Accounts - This function produces a report of all registered users that have submitted requests to your agency.

Released Records - This function produces a report of records that have been released to the public or directly to the requester.

Request Creation - This function produces a report of all requests that have been created to the specified agency and its sub-agencies.

Administration Tab – Agency Administration   Administration Tab – User Administration

It is required that Echelon II commands verify and maintain correct points of contact within their chain of command.

CNIC contact information and hierarchy of lower echelons

You may locate a FOIAonline user by any or all of the provided parameters.

My Account & Print Tabs

This is the Profile section, here you may logout of FOIAonline, Print whatever page you are looking at via the Printer Icon and access the My Account screen.

Email Preferences:

By selecting a checkbox below, you choose to receive notifications when a case file or task, currently assigned to you, has been created, modified, assigned and/or completed.

FOIAonline

Search FOIAonline... [Go!] **Home**   **Search** ▾   **Reports** ▾   **Administration** ▾

@navy.mi

My Account

Log out

My Account

Account Details ︿

My Account

Change Password

★ indicates a required field.

User Information

Salutation	-- ▾
★ First Name	Raymond
Middle Initial	
★ Last Name	
★ Email	@navy.m
★ Confirm Email	raymond.hartwick.ctr@navy.m
SIPR (Alternate Email)	
Phone Number	

CGI is responsible for correcting invalid email accounts.

DSN (Alternate Phone Number) ❓	
Fax Number	
Mailing Address Location	United States/US Territories ▾
★ Address Line 1	Bldg 166
Address Line 2	
★ City	Washington Navy Yard
★ State/Province	District Of Columbia ▾
★ Zip Code/Postal Code	20374

Email Preferences   Collapse ▬

Check Notifications to receive from FOIAonline ❓

- ☑ **Case File Assignment** ❓
- ☐ **Clock Modifications** ❓
- ☐ **Due Date Extensions** ❓

- ☐ Pay.gov Payments ❓
- ☐ Task Completion ❓
- ☑ Case File Reviews ❓

[Save] [Cancel]

Always click "**SAVE**" after making any changes to a page!

Creating a New FOIA Request

New Request

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make requests for federal agency records. Agencies may withhold information according to nine exemptions contained in the statute. The FOIA applies only to federal agencies. It does not apply to records held by Congress, the courts, or by state or local government agencies. Each state has its own public access laws that should be consulted for access to state and local records.

★ indicates a required field.

Dashboards	⌃
My Cases	
My Org. Unassigned Cases	
All Unassigned Cases	
Assigned Cases	

New Case File	⌃
New Request	
New Referral	
New Consultation	

Agency Selection   Collapse ▪

★ Agency	Department of the Navy ▼
★ Sub Agency	United States Navy ▼
★ Sub Agency	United States Navy (General) ▲
★ Submitted Date:	[ ]
Perfected Date:	

Assistant Secretary of the Navy for Manpower & Reserve Affairs

Board for Correction of Naval Records

Bureau of Medicine and Surgery

Naval Air Systems Command

Naval Criminal Investigative Service

FOIA requests submitted t[...]ds. Requests for research or compiling information not already existing as a record cannot be processed under FOIA. The DoN has no centralized re[...] open-ended requests for "Any" or "All" records without further specificity. Descriptive information falls within two broad catagories: Category I is fi[...] citation, subject area, date the record was created, or its originator. Category II is event-related and includes the circumstances that resulte[...]ing the event the record covers. Generally, a record is not reasonably described unless the description contains sufficient Category I information to p[...]existing filing arrangements and retrieval systems, or unless the record contains sufficient Category II information to permit inference of the Category [...]formation (PII) -- such as social security numbers and date of birth -- should not be submitted with this request. If that information is needed during the FOIA process, you will be contacted at that time. Remember, don’t include PII such as SSN and DOB. If you know the correct agency your request goes to, please include in the description below.

Request Type   Collapse ▪

Request Type	FOIA ▼

Agency Selection:
Choose either Navy or USMC; if Navy is chosen, select Sub Agency (Echelon II) then choose the lower Command that is cognizant of the requested subject matter.

Request Type:
Is this request a FOIA or Privacy Act (PA) submission?

Requester's Contact Information and Request Description

Contact Information   Collapse ▬

Salutation	-- ▼
* First Name	[_____]
Middle Initial	[_____]
* Last Name	[_____]
Email Address	[_____]
Organization	[_____]
Phone Number	[_____]
Fax Number	[_____]

The Requester **MUST** provide a way to contact them; either by physical mail or email.

Mailing Address Location	United States/US Territories ▼
* Address Line 1	[_____]
Address Line 2	[_____]
* City	[_____]
* State/Province	-- ▼
* Zip Code/Postal Code	[_____]

Processing Fees   Collapse ▬

Why are fees required?

* Will Pay Up To [_____]

The Requester **MUST** show a willingness to pay fees, even if they submit a Fee Waiver Task.

Description   Collapse ▬

* 0/2000 ❓

[_____]

The Requester **MUST** provide a reasonably described FOIA request for DON controlled documents.

Request Expedited Processing   Collapse ▬

You should get a response in 20 business days. In limited circumstances, you may qualify for expedited processing.   If interested, please provide a clear explanation of how at least one of the following statements applies: 1. Lack of expedited treatment could lead to an imminent threat to the life or physical safety of an individual; 2. Lack of expedited treatment could lead to   a loss of substantial due process rights and how the requested information is not otherwise available (thus if an attorney could get this information for you through the discovery process, expedited processing would not be available for you);   or 3. It is urgent to inform the public about an actual or alleged federal government activity, and the requestor is a person primarily engaged in disseminating information to the public.

Make Request?   No ▼

Requesters may apply for **EXPEDITED PROCESSING** and/or a **FEE WAIVER**, they are instructed to include their justification.

Request a Fee Waiver   Collapse ▬

The fee schedule is located here .   In limited circumstances, you may qualify for a fee waiver.   If interested, please provide a clear explanation of how you meet each of the following criteria: 1. How the subject of the requested records concerns “the operations or activities of the government”;   2. How the disclosure is “likely to contribute” to an understanding of government operations and activities;   3. How disclosure to you would contribute to “public understanding”   (e.g., how will you disseminate it?);   4. How disclosure is likely to contribute “significantly” to public understanding   (e.g., how much will it add to what the public already knows?);   5. Whether the requester has a commercial interest that would be furthered by the requested disclosure (and if so, why the public interest outweighs that commercial interest).

Make Request?   No ▼

Additional Information & Supporting Files

Additional Information   Collapse ▪

Case #

Name of Local Command

Contract/Sol.#

Limit Request To Clearly Releasable   Select Limit Request To Clearly Releasable Info ▾

Info ❓

In the case of Referrals and Consultations, this section is to provide the **Originating Agencies'** contact information and FOIA identifying information.

Attach Supporting Files   Collapse ▪

No supporting files have been uploaded.

Drag files here

Attach Supporting Files   Select Files

Supporting Files:
Documents **provided by the Requester** may be dragged and dropped here. PII should be scrubbed from all submissions, as Supporting Files may be made public at a later date.

Preview   Cancel

Select **Preview** once entering information is complete to generate unique FOIAonline Tracking number.

FOIAonline: Identifying Headings

Tracking Number:
The unique case number assigned to every submission entered into FOIAonline.

Type:
Identifies Tasks, Requests, Consultations and Referrals; each requires different handling.

Track:
Denotes Simple or Complex processing.
Requester:
Who submitted this item.

Assigned:
Denotes date that item was last assigned.
Due:
Denotes end date that action is required

Status:
Denotes where in the process item currently is, assists in determining steps yet to be taken prior to close out.
Detail:
See next page.

Search FOIAonline...   Hom   earch   Re   Administration   Raymond

My Cases

Showing   9 entries   Sho   ∨ entries   Filter

Dashboards

My Cases

My Org. Unassigned Cases

All Unassigned Cases

Assigned Cases

New Case File

New Request

New Referral

New Consultation

Tracking Number	Type	Track	Requester	Assigned	Due	Status	Detail
DON-NAVY-2018-009489	Request	Simple	Mr. Skippy J Fluffernutter	07/13/2018	N/A	Restricted Materials Uploaded	✚
DON-NAVY-2018-009489	Expedited Processing Task	Simple		07/13/2018	07/23/2018	Submitted	✚
DON-NAVY-2018-009489	Fee Waiver Task	Simple		07/13/2018	07/13/2018	Submitted	✚
DON-NAVY-2018-009243	Expedited Processing Task	Complex		07/09/2018	07/19/2018	Submitted	✚
DON-NAVY-2018-009243	Request	Complex		07/09/2018	N/A	Initial Evaluation	✚
DON-NAVY-2018-008906	Request	Complex		06/27/2018	N/A	Assignment Determination	✚
DON-NAVY-2018-008906	Fee Waiver Task	Complex		06/27/2018	06/26/2018		✚

Details Tab Expanded

FOIAonline

Search FOIAonline... Go!   **Home**   **Search** ▾   **Reports** ▾   **Administration** ▾   **Raymond**   🖨

My Cases

Showing 1 to 25 of 29 entries   Show [25 ▾] entries   Filter [   ]

Dashboards ⌃

My Cases

My Org. Unassigned Cases

All Unassigned Cases

Assigned Cases

New Case File ⌃

New Request

New Referral

New Consultation

Tracking Number	Type	Track	Requester	Assigned	Due	Status	Detail
DON-NAVY-2018-009489	Request	Simple	Mr. Skippy J Fluffernutter	07/13/2018	N/A	Restricted Materials Uploaded	–
Description		I want all Navy documents that are responsive to this request. I have attached a picture of myself, you're welcome.					
DON-NAVY-2018-009489	Expedited Processing Task	Simple		07/13/2018	07/23/2018	Submitted	–
Requester Justification		I want these records right meow cause I'm important!					
DON-NAVY-2018-009489	Fee Waiver Task	Simple		07/13/2018	07/13/2018	Submitted	–
Requester Justification		I don't want to pay for anything because I just don't want to.					
DON-NAVY-2018-009243	Expedited Processing Task	Complex		07/09/2018	07/19/2018	Submitted	–
Requester Justification		I am a member of the news media -- 60 Minutes / CBS News -- and this information is in the public interest.					

By expanding the DETAILS heading, a brief description for the Request will be revealed.

By expanding the DETAILS heading, a justification for this Expedited Processing Task submitted by the Requester is revealed.

By expanding the DETAILS heading, a justification for this Fee Waiver Task submitted by the Requester is revealed.

Working My Case

Select the My Cases tab to view all assigned Requests, Consultations, Appeals, Referrals and Tasks that are currently assigned to you the user.

FOIA Request 2018-009489

DON-NAVY-2018-009489 Request Details

Phase: Processing **Status:** Eva

Submission Details | Case File ▾ | Admin Costs | Assigned Tasks | Comments | Review

Requester Information

Requester	Mr. Skippy J Fluffernutter	Tracking Number	DON-NAVY-2018-009489
Organization		Submitted Date	07/13/2018
Requester Has Account	No	Received Date	07/13/2018
Email Address		Perfected Date	08/13/2018
Phone Number	1234567890	Last Assigned Date	07/13/2018
Fax Number		Assigned To	)
Address	Not	Last Assigned By	
City	Provided	Request Track	Simple
State/Province	PA	Fee Limit	$0.01
Zip Code/Postal Code	12345		

Request Handling

Requester Info Available to the Public	No	Request Type	FOIA
Request Track	Simple	Request Perfected	Yes
Fee Category	Select Fee Category	* Perfected Date	08/13/2018
Fee Waiver Requested	Yes ✏	Acknowledgement Sent Date	
Fee Waiver Status	Not Billable	Unusual Circumstances	No
Expedited Processing Requested	Yes ✏	Litigation	No
Expedited Processing Status	Withdrawn By Requester	5 Day Notifications	

Description

115/2000

I want all Navy documents that are responsive to this request. I have attached a picture of myself, you're welcome.

☐ Has Description Been Modified

Description Available to the Public No

Short Description ❓ Records N Stuff

Additional Information

Case #
Name of Local Command
Contract/Sol.#
Limit Request To Clearly Releasable Info ❓ Select Limit Request To Clearly Releasable Info

Attached Supporting Files

Attachments Available to the Public No

Attached File Name	Size (MB)	File Type	Remove
Skippy.png	1.0566	PNG Image	🗑

Upload Supporting Files

No supporting files have been uploaded.

Drag files here

Upload Supporting Files Select Files

Save Cancel

Submission Details: 2018-009489

Request History:
This section catalogs the Requests' history, including DON personnel that have been in contact with this Request.

The following three (3) slides will break down each element.

FOIAonline

Search FOIAonline... | Go! | **Home** | **Search** | **Reports** | **Administration** | **Raymond**

DON-NAVY-2018-009489 Request Details

Phase: Processing **Status:** Rest...d Materials Uploaded **Due Date:** N/A **Clock Days:** 0 (Never Started)

Submission Details | Case File▾ | Admin Costs | Assigned Tasks (2) | Comments (1) | Review

Dashboards ⌃

My Cases

My Org. Unassigned Cases

All Unassigned Cases

Assigned Cases

Case File Details ⌄

Actions ⌄

Create New ⌄

Other ⌄

Requester Information   Collapse ▪

Requester	Mr. Skippy J Fluffernutter
Organization	
Requester Has Account	No
Email Address	
Phone Number	1234567890
Fax Number	
Address	Not
City	Provided
State/Province	PA
Zip Code/Postal Code	12345

Tracking Number	DON-NAVY-2018-009489
Submitted Date	07/13/2018
Received Date	07/13/2018
Perfected Date	
Last Assigned Date	07/13/2018
Assigned To	(Chief of Naval Operations)
Last Assigned By	Chief of Naval Operations)
Request Track	Simple
Fee Limit	$0.01

Edit

Request Handling   Collapse ▪

Request Info Availab... o the Public? [No ▾]   ❓

Request Track [Simple ▾]

Fe... [...ect Fee Category ▾]

Requester Information:
This section will reveal the Requester's contact information.

Request Type [FOIA ▾]

Request Perfected ❓ [No ▾]

Acknowledgement Sent Date [ ]

Unusual Circumstances ❓ No

Litigation [No ▾]

☐ **5 Day Notifications**

Submission Details Cont.

FOIA online

Search FOIAonline... | Go! | **Home** | **Search** | **Reports** | **Administration** | **Raymond**

DON-NAVY-2018-009489 Request Details

Phase: Processing **Status:** Restricted Materials Uploaded **Due Date:** N/A **Clock Days:** 0 (Never Started)

Submission Details | Case File | Admin Costs | Assigned Tasks (2) | Comments (1) | Review

Dashboards
- My Cases
- My Org. Unassigned Cases
- All Unassigned Cases
- Assigned Cases

Case File Details

Actions

Create New

Other

Requester Information   Collapse

Requester Mr. Skippy J Fluffernutter
Organization
Requester Has Account No
Email Address
Phone Number 1234567890
Fax Number
Address Not

Tracking Number DON-NAVY-2018-009489
Submitted Date 07/13/2018
Received Date 07/13/2018
Last Assigned Date 07/13/2018
Assigned To Chief of Naval Operation
Last Assigned By

Callout boxes:
- Has the request been made available to the public? yes/no
- Is the request Simple (complete within 20 days) or more Complex?
- What category of Requester is this ? Other/Commercial/Media
- Was this Request submitted under FOIA or Privacy Act (PA)?
- Is the request able to be Perfected? Clear request, willing to pay fees, able to contact requester
- Has an Acknowledgement Letter been sent to the Requester? Automatically generated by FOIAonline if email is entered.

Edit

Request Handling   Collapse

Request Info Available to the Public? No

Request Track Simple
Fee Category Select Fee Category
Fee Waiver Requested Yes
Fee Waiver Status Pending
Expedited Processing Requested Yes
Expedited Processing Status Pending

Callout box: Have the associated Tasks (if any) been adjudicated?

Request Type FOIA
Request Perfected No
Acknowledgement Sent Date
Unusual Circumstances No
Litigation No
☐ **5 Day Notifications**

Submission Details Cont.

Description   Collapse ▬

The Requester's desired documents should be described here.

115/2000

I want all Navy documents that are responsive to this request. I have attached a picture of myself, you're welcome.

☐ **Has Description Been Modified?**

Description Available to the Public? [No ▾]

❷

If PII is entered into the request description, YOU MUST MODIFY AND REMOVE THAT INFORMATION.

Short Description ❷ [_____]

Enter a **BRIEF** description of the requested documents.

Additional Information   Collapse ▬

Case # [_____]

Name of Local Command [_____]

Contract/Sol.# [_____]

Limit Request To Clearly Releasable Info ❷ [Select Limit Request To Clearly Releasable Info ▾]

Information provided from other Agencies. Referrals/Consultations

Attached Supporting Files   Collapse ▬

Attachments Available to the Public [No ▾]
❷

If PII is entered into the Supporting Files, YOU MUST MODIFY AND REPLACE THAT INFORMATION.

Attached File Name	Size (MB)	File Type	Remove
Skippy.png	1.0566	PNG Image	🗑

Upload Supporting Files   Collapse ▬

No supporting files have been uploaded.

Drag files here

Upload Supporting Files [Select Files]

Remove and Replace when necessary.

[Save] [Cancel]

Request Details: Assignment History

You are able to track where an item has been throughout it's time in FOIAonline.

To view the history of any item, select the small blue scroll icon.

Actions performed are automatically time/date stamped, as well as, who executed the action.

The final Assigned User denotes who/which Command the item is **currently** assigned.

The first entry is either the Requester, or in the case of physical mail, the FOIAonline user that **initially** entered this item.

Case File: Appeals

Clicking the Appeals link in this section will identify any known Appeals and their assigned case numbers associated with this item.

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 55 **Backlogged**

Phase: Processing

Submission Details   Case File ▾   Admin Costs   Assigned Tasks (0)   Comments (1)   Review

Appeals
Consultations
Correspondence
Financing
Records
Restricted Materials

Requester Information   Expand ⬇

Appeals   Collapse ▬

Tracking Number	Appeal Date	Appellant	Phase	5 Day Notification	Detail

No appeals have been created.

Copy to Clipboard   Export to CSV

Case File: Consultations

Clicking the Consultations link in this section will identify any known OUTSIDE AGENCIES that have been assigned a portion to respond to in association with this item.

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 55 **Backlogged**

Phase: Processing

Submission Details   Case File ▾   Admin Costs   Assigned Tasks (0)   Comments (1)   Review

Appeals
Consultations
Correspondence
Financing
Records
Restricted Materials

Requester Information   Expand ⬇

Consultations   Collapse ▬

Tracking Number	Consulted Agency	Created By	Consultation Date	Due Date	Phase	Detail

No consultations have been created.

Copy to Clipboard   Export to CSV

Case File: Correspondence

Case File: Financing

This section is used when billing a Requester prior to item completion.

DON-NAVY-2018-009489 Request Details
Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   Backlogged

Phase: Processing

Submission Details	Case File▾	Admin Costs	Assigned Tasks (0)	Comments (1)	Review

Appeals
Consultations
Correspondence
Financing
Records
Restricted Materials

Requester Information   Expand ↓

Correspondence to Requester

The first entry reflects an Acknowledgement Notice sent to the Requester; this is automatically generated as long as the Requester has an associated email address in the Requester Information portion.

Showing 1 to 3 of 3 entries   Show 10

Subject	From	To	Date	Detail	Remove
(No Subject)		(UNSENT)	08/16/2018	✚	🗑
test1		Mr. Skippy ...ffernutter	07/19/2018	✚	🗑
FOIA Request DON-NAVY-2018-009489 Submitted	System	Mr. Skippy J Fluffernutter	7/13/2018	✚	🗑

Copy to Clipboard   Export to CSV

Previous 1 Next

Other Correspondence   Collapse −

Showing 1 to 2 of 2 entries   Show 10   entries

Attached File Name	Size (MB)	File Type	Remove
0930 cats.jpg	0.0114	JPEG Image	🗑
Interim Release Notice Letter.pdf	0.0024	Adobe PDF Document	🗑

Copy to Clipboard   Export to CSV

Previous 1 Next

DON-NAVY-2018-009489 Request Details
Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   Backlogged

Phase: Processing

Submission Details	Case File▾	Admi... Costs	Assigned Tasks (0)	Comments (1)	Review

Appeals
Consultations
Correspondence
Financing
Records
Restricted Materials

Requester Information   Expand ↓

Fee Estimates   Collapse −

Current Estimate Total $0
Date Estimate Sent to Requester   N/A
Estimate Required for Payment   N/A

Invoices   Collapse −

Sent	Title	Invoice Date	Amount	Remove
No	DON-NAVY-2018-009489 Invoice-20180821084942909.pdf	08/21/2018	$0.00	🗑
No	DON-NAVY-2018-009489 Invoice-20180813142609029.pdf	08/13/2018	$0.00	🗑

Total Amount Billed Which Has Been Sent To Requester $0.00

Payments   Collapse −

Date	Amount	Type	Pay.gov Confirmation Number	Additional Confirmation Number	Payment Status	Action
			No payments have been added.			

Total Amount Paid $0.00
Total Amount Owed $0.00

Case File: Records

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   Backlogged

Phase: Processing

| Submission Details | Case File▾ | Admi   Costs | Assigned Tasks (0) | Comments (1) | Review |

Appeals
Consultations
Correspondence
Financing
Records
Restricted Materials

Requester Informatio   Expand ⬇

Case Responsive Records   Collapse ▬

Release determinations for Records,

Publish Options:

UU - Unredacted - Unreleaseable   UR - Unredacted - Releaseable to the General Public

RU - Redacted - Unreleasable   RR - Redacted - Releasable to the General Public

REQ - Release to Requester Only

Showing 1 to 1 of 1 entries   Show 25 ⌄ entries

Release Type	Title	User	Date/Time	Exemptions	Release Date	Action	Detail
UR - ⌄ Release Type	Under Construction		08/21/2018 10:57 AM	N/A	N/A	✏ 🗑 ⬆	

Previous 1 Next

Case File: Restricted Materials

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   Backlogged

Phase: Processing

| Submission Details | Case File▾ | Admin Costs | Assigned Tasks (0) | Comments (1) | Review |

Appeals
Consultations
Correspondence
Financing
Records
Restricted Materials

Requester Information   Expand ⬇

Restricted Materials   Collapse ▬

Showing 1 to 1 of 1 entries   Show 25 ⌄ entries   Filter

Attached File Name	Size (MB)	File Type	User	Actual Agency	Date/Time	Remove
7 dwarves2.jpg	0.0095	JPEG Image		Chief of Naval Operations	07/19/2018	🗑

Copy to Clipboard   Export to CSV   Previous 1 Next

Upload Restricted Materials   Collapse ▬

No restricted materials have been uploaded.

Drag files here

Select Files

Save

Admin Costs: 2018-009489

This page is used to tally costs for processing a FOIA item.

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   **Backlogged**

Phase: Processing

Submission Details   Case File ▾   **Admin Costs**   Assigned Tasks (0)   Comments (1)   Review

Requester Information   Expand ⬇

Existing Admin Costs   Collapse ▬

Showing 0 to 0 of 0 entries   Show [25 ⌄] entries

Date	User Name	Charge Type	Hours/Quantity	Rate	Billable?	Total	Action	Detail

No cost entries have been added.

[Copy to Clipboard] [Export to CSV]   [Previous] [Next]

Fee Category

Total $0.00

Invoice Amount $0.00

Information fields are customizable to specific costs.

New Entry   Collapse ▬

User Type	Agency User ⌄	Litigation Related Costs [No ⌄]
* User Name	_____	* Charge Date [_____]
Billing Category ❓	Rate 1 - $24	* Charge Type [Search ⌄]
		* Hours ❓ [_____]
		Billable [Yes ⌄]

Billing Category:
The rate at which the agency charges the requester for processing their item.

[Clear All] [Save]

Assigned Tasks: 2018-009489

You may view any associated Task with a given item on this page.

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   **Backlogged**

Phase: Processing

Submission Details   Case File ▾   Admin Costs   **Assigned Tasks**   Comments   Review

Requester Information   Expand ⬇

Expand the **DETAILS**, by clicking, to view Requester's justification statements.

Assigned Tasks

Showing 1 to 2 of 2 entries   Show [10 ⌄] entries

Outcome	Task Type	Assigned To	Assigned By	Submitted Date	Due Date	Closed Date	5 Day Notification	Detail
Withdrawn By Requester	Expedited Processing			07/13/2018	07/23/2018	10/24/2018	☐ Notify	⬍
Not Billable	Fee Waiver			07/13/2018	07/13/2018	08/16/2018	☐ Notify	⬍

[Copy to Clipboard] [Export to CSV]

Status and Dispositions of each Task are expressed here, also serve as hyperlinks to each Task.

[Previous] [1] [Next]

Comments: 2018-009489

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   Backlogged

Phase: Processing

Submission Details   Case File▾   Admin Costs   Assigned Tasks (0)   **Comments (1)**   Review

Requester Information   Expand ⬦

Existing Comments

Expand the DETAILS, by clicking, to view Comments made.

Showing 1 to 1 of 1 entries   Show [25 ▾] entries

Date Created	Last Edited On	User Name	Action	Detail
07/19/2018 09:39 AM	09/06/2018 01:52 AM		✏ 🗑	–

Comment   test1

[Copy to Clipboard] [Export to CSV]   [Previous] [1] [Next]

Who left a Comment and when.

Edit or Delete a Comment.

New Comment   Collapse ▬

0/2000

Creating a new Comment is simple; type into the existing field and Save.

[Save] [Cancel]

Review: 2018-009489

DON-NAVY-2018-009489 Request Details   Status: Evaluation of Records   Due Date: 09/11/2018   Clock Days: 55   Backlogged

Phase: Processing

Submission Details   Case File▾   Admin Costs   Assigned Tasks (0)   Comments (1)   **Review**

Requester Information   Expand ⬦

Assigned Reviewers

Search for and select reviewers using the Add Reviewer type-ahead field. Users will be added in descending order; the review order can be changed by dragging rows up and down. Once all reviewers have been added and the order set, press the Save button to save the review chain.

Review Order	Review Outcome	Assigned Reviewer	Review Date	Remove
1	Review Chain Not Started		TBD	🗑

Add Reviewer   [   ]

[Save] [Cancel]

Unperfected Actions

Make Assignment:
This section allows for an item to moved to another Component or Individual.
Items being re-assigned is dependent upon an individual case worker's permissions.

Estimate Costs:
Enter the desired fields to calculate the cost of an item to the requester.

Typing a Components name or acronym will initiate a search.

Typing an Individual's last name will initiate a search.

When re-assigning an item, it is HIGHLY recommended that you put the justification for the re-assignment here. *DNS-36 will copy and paste the accepting Component's email here.

You may assign an item directly to yourself with this option.

Closing Out an Unperfected Request

A request does not have to be Perfected to Begin the Close Out Process.

Perfected Actions

The Clock:
ONCE PERFECTED, the clock begins. The clock may be stopped for two reasons, both require contacting the Requester: Clarification of Request or a Fees Discrepancy

Extend Due Date:
If a request cannot be completed by original due date, and with coordination with the Requester, a caseworker may extend the original due date within FOIAonline.

Left Panel

- Dashboards
- Case File Details
  - Request Details
  - **Clock Details**
- Actions
  - Make Assignment
  - Estimate Costs
  - Extend Due Date
  - Upload Responsive Records Interim Release
  - Begin Close Out Process
- Create New
- Other

DON-NAVY-2018-009489 Request Details Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 55 Backlogged

Phase: Processing

Submission Details   Case File▾   Admin Costs   Assigned Tasks (0)   Comments (1)   Review

Requester Information — Expand

Clock Details — Collapse

Showing 1 to 1 of 1 entries   Show 25 entries   Filter

Type	Timestamp	Performed By	Detail
Initial Start	08/13/2018 06:29 AM		✛

Copy to Clipboard   Export to CSV   Previous 1 Next

New Stoppage — Collapse

* Stoppage Start Date
Stoppage End Date
* Reason: Fee Related
* Notes

Save   Cancel

To stop the clock, you must provide the necessary details in this section.

Right Panel

- Dashboards
- Case File Details
- Actions
  - Make Assignment
  - Estimate Costs
  - **Extend Due Date**
  - Upload Responsive Records Interim Release
  - Begin Close Out Process
- Create New
- Other

DON-NAVY-2018-009489 Request Details Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 55 Backlogged

Phase: Processing

Submission Details   Case File▾   Admin Costs   Assigned Tasks (0)   Comments (1)   Review

Requester Information — Expand

Due Date Extensions — Collapse

Estimated Completion	Requester Approved	Requester Approval Date	Extension Justification

No due date extensions have been created.

Copy to Clipboard   Export to CSV

All pertinent information must be entered

Extend the Due Date — Collapse

* Is Extension due to Unusual Circumstances?   [--]
* Estimated Date of Completion ❓   09/25/2018
* Extension Justification
0/256

Extend Due Date   Cancel

Extend Due Date

If a request cannot be completed by original due date, and with coordination with the Requester, a caseworker may extend the original due date within FOIAonline.

DON-NAVY-2018-009489 Request Details Phase: Processing Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 56 Backlogged

Submission Details | Case File▾ | Admin Costs | Assigned Tasks (0) | Comments (1) | Review

Dashboards ⌄

Case File Details ⌄

Actions ⌃

Make Assignment

Estimate Costs

Extend Due Date

Upload Responsive Records

Interim Release

Begin Close Out Process

Create New ⌄

Other ⌄

Requester Information Expand ⬇

Due Date Extensions Collapse ▬

Estimated Completion	Requester Approved	Requester Approval Date	Extension Justification

No due date extensions have been created.

[Copy to Clipboard] [Export to CSV]

All pertinent information must be entered

Extend the Due Date Collapse ▬

* Is Extension due to Unusual Circumstances?   [-- ⌄]

* Estimated Date of Completion ❓   [09/25/2018]

* Extension Justification

0/256

[text area]

[Extend Due Date] [Cancel]

Upload Responsive Records

ONCE PERFECTED, this section will become available to attach Responsive Records, as well as, Records that will not be provided to the Requester.

DON-NAVY-2018-009489 Request Details Phase: Processing Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 56 Backlogged

Submission Details | Case File▾ | Admin Costs | Assigned Tasks (0) | Comments (1) | Review

Dashboards ⌄

Case File Details ⌄

Actions ⌃

Make Assignment

Estimate Costs

Extend Due Date

Upload Responsive Records

Interim Release

Begin Close Out Process

Create New ⌄

Other ⌄

Requester Information Expand ⬇

Upload Responsive Records Collapse ▬

The Release Type can be modified after uploading but must be provided initially. Records should be uploaded in batches with identical release types.

No records have been uploaded.

Drag files here

Drag and drop files that are to be attached to this particular FOIA Item here.

Upload Responsive Records   [Select Files]

[Create Placeholder Record]

* Release Type ❓   [Select Release Type ⌄]

UU - Unredacted Unreleasable
UR - Unredacted Releasable
RU - Redacted Unreleasable
RR - Redacted Releasable
REQ – Release to Requester only

Exemptions

☐ Ex. 1   ☐ Ex. 7(A)   ☐ Ex. 8
☐ Ex. 2   ☐ Ex. 7(B)   ☐ Ex. 9
☐ Ex. 3   ☐ Ex. 7(C)   ☐ Excl. 1
☐ Ex. 4   ☐ Ex. 7(D)   ☐ Excl. 2
☐ Ex. 5   ☐ Ex. 7(E)   ☐ Excl. 3
☐ Ex. 6   ☐ Ex. 7(F)

If documents are redacted, select which redaction code is applicable.

Keywords ❓

[text area]

[Save] [Cancel]

Interim Release

Begin Close Out Process

Providing documents to a Requester without closing their FOIA item; requires documents to be uploaded and ready for release, also requires a reviewer to be assigned prior to engaging

This selection will begin the closing process for an item. In many offices a Reviewer must be selected prior to selecting.

Left panel (Interim Release):

DON-NAVY-2018-009489 Request Details Phase: Processing Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 56 Backlogged

Submission Details | Case File▾ | Admin Costs | Assigned Tasks | Comments | Review

Dashboards ⌄
Case File Details ⌄
Actions ⌃
- Make Assignment
- Estimate Costs
- Extend Due Date
- Upload Responsive Records
- **Interim Release**
- Begin Close Out Process
Create New ⌄
Other ⌄

Requester Information Expand ⬦

Interim Release Collapse ▬

An Interim Release is often used when a subset of the responsive records have been processed and are ready for release while the remaining records may take significant time to locate and process.

Exemptions Used   N/A
Invoice Comments / Instructions   0/500

Letter Template   --

Releasable Records Collapse ▬

Publish Options:
UU - Unredacted - Unreleaseable   UR - Unredacted - Releaseable to the General Public
RU - Redacted - Unreleasable   RR - Redacted - Releasable to the General Public
     REQ - Release to Requester Only

Showing 1 to 1 of 1 entries   Show 25 ⌄ entries   Filter

Release Type	Title	User	Date/Time	Exemptions	Action	Detail
UR - ⌄ Release Type	Under Construction		08/21/2018 10:57 AM		✎ 🗑 ⬇	

Copy to Clipboard | Export to CSV   Previous 1 Next

Save Cancel

Document(s) to be released will be highlighted in yellow.

Right panel (Begin Close Out Process):

DON-NAVY-2018-009489 Request Details Phase: Processing Status: Evaluation of Records Due Date: 09/11/2018 Clock Days: 56 Backlogged

Submission Details | Case File▾ | Admin Costs | Assigned Tasks (0) | Comments (1) | Review

Dashboards ⌄
Case File Details ⌄
Actions ⌃
- Make Assignment
- Estimate Costs
- Extend Due Date
- Upload Responsive Records
- Interim Release
- **Begin Close Out Process**
Create New ⌄
Other ⌄

Requester Information Expand ⬦

Final Close Out Information Collapse ▬

★ Final Disposition   Select Disposition ⌄
Exemptions Used   N/A
Invoice Comments / Instructions   0/500

Letter Template   --

*Final Disposition **MUST** be entered for close out.*

Responsive Records

Publish Options:
UU - Unredacted - Unreleaseable   - Releaseable to the General Public
RU - Redacted - Unreleasable   RR - Redacted - Releasable to the General Public
     REQ - Release to Requester Only

Showing 1 to 2 of 2 entries   Show 25 ⌄ entries   Filter

Release Type	Title	User	Date/Time	Exemptions	Action	Detail
UR - ⌄ Release Type	Under Construction		08/21/2018 10:57 AM		✎ 🗑 ⬇	
UU - ⌄ Release Type	Do Not Release		11/02/2018 11:21 AM		✎ 🗑 ⬇	

Copy to Clipboard | Export to CSV   Previous 1 Next

Save Cancel

Document(s) to be released will be highlighted in yellow.

*Document(s) to **NOT** be released will not be highlighted.*

Closing a Task

Once Perfected, you may view and/or edit details about the individual Tasks, you may also begin the Close Out process.

*All associated Tasks must be **CLOSED OUT** prior to the Begin Close out Process (slide 60) for the item itself.

All fields with * are required to be filled out prior to Task being closed.

DON-NAVY-2018-009489 Task Details

Phase: Processing Status: Restricted Materials Uploaded Task Due Date: 07/23/2018

Submission Details | Case File▾ | Admin Costs | Assigned Tasks (2) | Comments (1) | Review

Dashboards ⋀

My Cases

My Org. Unassigned Cases

All Unassigned Cases

Assigned Cases

Case File Details ⋀

Task Details

Request Details

Actions ⋀

Make Assignment

Upload Responsive Records

Edit or Close Out Task

Create New ⋀

Correspondence

Requester Information   Collapse ▬

Requester	Mr. Skippy J Fluffernutter	Tracking Number	DON-NAVY-2018-009489
Organization		Submitted Date	07/13/2018
Requester Has Account	No	Received Date	07/13/2018
Email Address		Perfected Date	08/13/2018
Phone Number	1234567890	Last Assigned Date	07/13/2018
Fax Number		Assigned To	(Chief of Naval Operations)
Address	Not	Last Assigned By	(Chief of Naval Operations)
City	Provided	Request Track	Simple
State/Province	PA	Fee Limit	$0.01
Zip Code/Postal Code	12345		

Task Details   Collapse ▬

Task Type	Expedited Processing	Assigned To	(Chief of Naval Operations)
Task Submitted Date	07/13/2018	Last Assigned Date	07/13/2018
Task Due Date	07/23/2018	Last Assigned By	(Chief of Naval Operations)
Requester Justification	I want these records right meow cause I'm important!		

DON-NAVY-2018-009489 Task Details

Phase: Processing Status: Restricted Materials Uploaded Due Date: 07/13/2018

Submission Details | Case File▾ | Admin Costs | Assigned Tasks (2) | Comments (1) | Review

Dashboards ⋀

My Cases

My Org. Unassigned Cases

All Unassigned Cases

Assigned Cases

Case File Details ⌄

Actions ⌄

Create New ⌄

Requester Information   Expand ▬

Task Details   Collapse ▬

Task Type	Fee Waiver	Assigned To	(Chief of Naval Operations)
Task Submitted Date	07/13/2018	Last Assigned Date	07/13/2018
Task Due Date	07/13/2018	Last Assigned By	(Chief of Naval Operations)
Requester Justification	I don't want to pay for anything because I just don't want to.		

Fee Waiver Adjudication

Date that determination to adjudicate was made

Submitted Date	07/13/2018
* Adjudication Start Date	
* Closed Date	08/16/2018
Original Justification	I don't want to pay for anything because I just don't want to.
* Outcome	
* Denial Reason	0/2000

Date of Task Close Out

- **Deny**
- **Not Billable**
- **Full Grant**
- **Partial Grant**
- **Withdrawn by Requester**

Close Out Task | Save | Cancel

Any **NEGATIVE** determination will require a written explanation.

Create New - Task

If a FOIA item requires the attention of an OUTSIDE AGENCY, but requires that the item stay within DON, this section will allow a case worker to assign Tasks to an OUTSIDE AGENCY; complete with description and due date.

Create New - Correspondence

This section is used to either provide the requester with an interim response with documents, or safely store documents within FOIAonline.

Correspondence to the Requester – Allows interim response be sent out.

Correspondence Other – Securely load documents into FOIAonline.

Email Subject – Only available from Correspondence to the Requester; should reflect the FOIAonline unique identifying number.

Email Body – Only available from Correspondence to the Requester; this is the message to be delivered to the requester.

You may drag and drop documents to be stored, or sent to the Requester here.

Appeal Existing Request

Refer to an Outside Agency

Create Referral to Participating Agency

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make requests for federal agency records. Agencies may withhold information according to nine exemptions contained in the statute. The FOIA applies only to federal agencies. It does not apply to records held by Congress, the courts, or by state or local government agencies. Each state has its own public access laws that should be consulted for access to state and local records.

* indicates a required field.

Agency Selection   Collapse ▪

* Agency   [Select an agency ▾]
* Submitted Date: 07/13/2018
  Perfected Date: 08/13/2018

Request Type   Collapse ▪

Request Type   [FOIA ▾]

Contact Information   Collapse ▪

Salutation	Mr.	Mailing Address Location	United States/US Territories
* First Name	Skippy	* Address Line 1	Not
Middle Initial	J	Address Line 2	
* Last Name	Fluffernutter	* City	Provided
Email Address		* State/Province	Pennsylvania
Organization		* Zip Code/Postal Code	12345
Phone Number	1234567890		
Fax Number			

Processing Fees   Collapse ▪

* Will Pay Up To $ 0.01

Description   Collapse ▪

* 115/2000 ❓

I want all Navy documents that are responsive to this request. I have attached a picture of myself, you're welcome.

Comments   Collapse ▪

0/2000 ❓

Request Expedited Processing   Collapse ▪

Make Request?   [Yes ▾]
* 52/2000

I want these records right meow cause I'm important!

* EP Submitted Date   07/13/2018

Referral Cont.

Request a Fee Waiver   Collapse ▬

Make Request?   Yes ▾

* 62/2000

> I don't want to pay for anything because I just don't want to.

* FW Submitted Date   07/13/2018

Attach Referred Responsive Record   Collapse ▬

Include in Referral	Record Title	Size (MB)	File Type
☐ Include	Under Construction	0.0120	JPEG Image
☐ Include	Do Not Release	0.0000	Binary File (Octet Stream)

Original Request Supporting Attachments   Collapse ▬

File Name	Size (MB)	File Type
Skippy.png	1.0566	PNG Image

[Preview]   [Cancel]

Agencies Within FOIAonline

Select an agency ▲

CBP FOIA Division

Defense Logistics Agency

Department of Defense Office of Inspector General

Department of Justice - Executive Office for United States Attorneys

Department of Justice - Office of Information Policy

Environmental Protection Agency

Federal Communications Commission

Federal Labor Relations Authority

General Services Administration

Merit Systems Protection Board

National Archives and Records Administration

National Labor Relations Board (NLRB)

Pension Benefit Guaranty Corporation

Social Security Administration

U.S. Department of Commerce

U.S. Nuclear Regulatory Commission

U.S. Parole Commission

U.S. Small Business Administration

Create New Consultation

Create Consultation to Participating Agency

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make requests for federal agency records. Agencies may withhold information according to nine exemptions contained in the statute. The FOIA applies only to federal agencies. It does not apply to records held by Congress, the courts, or by state or local government agencies. Each state has its own public access laws that should be consulted for access to state and local records.

★ means a required field.

Agency Information   Collapse ▪

★ Agency   [Select an agency ▲]

★ Original Request Date   [   ]

★ Submitted Date   CBP FOIA Division

★ Due Date ⓘ   Defense Logistics Agency

                            Department of Defense Office of Inspector General

                            Department of Justice - Executive Office for United States
                            Attorneys

Request Type   Department of Justice - Office of Information Policy   Collapse ▪

Request Type

Contact Information   Collapse ▪

Salutation	Mr.
First Name	Skippy
Middle Initial	J
Last Name	Fluffernutter
Email Address	
Organization	
Phone Number	1234567890
Fax Number	

Mailing Address Location	United States/US Territories
Address Line 1	Not
Address Line 2	
City	Provided
State/Province	Pennsylvania
Zip Code/Postal Code	12345

Description   Collapse ▪

★ 115/2000 ⓘ

I want all Navy documents that are responsive to this request. I have attached a picture of myself, you're welcome.

Comments   Collapse ▪

★ 0/2000 ⓘ

Attach Responsive Records for Consultation   Collapse ▪

Showing 1 to 1 of 1 entries   Show [25 ▼] entries

Include In Consultation	Record Title	Size (MB)	File Type	Exemptions	Retention
☐ Include	Under Construction	0.0120	JPEG Image	N/A	N/A

[Copy to Clipboard] [Export to CSV]   Previous [1] Next

Attach Supporting Files   Collapse ▪

No files have been uploaded.

Drag files here

Attach Supporting Files [Select Files]

[Preview] [Cancel]

Consultation Cont.

Other

Each option provides a unique option that may not be applicable to most FOIA items.

Description

* 115/2000

I want all Navy documents that are responsive to this request. I have attached a picture of myself, you're welcome.

Comments

* 0/2000

Attach Responsive Records for Consultation

Showing 1 to 1 of 1 entries   Show 25 entries

Include In Consultation	Record Title	Size (MB)	File Type	Exemptions	Retention
☐ Include	Under Construction	0.0120	JPEG Image	N/A	N/A

Copy to Clipboard Export to CSV   Previous 1 Next

Attach Supporting Files

No files have been uploaded.

Drag files here

Attach Supporting Files Select Files

Preview Cancel

Search FOIAonline... Go! Home Search Reports Administration Didier

FOIAonline

DON-NAVY-2018-009489 Request Details

Phase: Processing Status: Restricted Materials Uploaded Due Date: 09/11/2018 Clock Days: 0

Submission Details Case File Admin Costs Assigned Tasks (2) Comments (1) Review

Dashboards
My Cases
My Org. Unassigned Cases
All Unassigned Cases
Assigned Cases
Case File Details
Actions
Create New
Other
Generate Invoice
Print Case File
Transfer Request
Delete Request

Requester Information

Collapse

Requester	Mr. Skippy J Fluffernutter	Tracking Number	DON-NAVY-2018-009489
Organization		Submitted Date	07/13/2018
Requester Has Account	No	Received Date	07/13/2018
Email Address		Perfected Date	08/13/2018
Phone Number	1234567890	Last Assigned Date	07/13/2018
Fax Number		Assigned To	Raymond Hartwick (Chief of Naval Operations)
Address	Not	Last Assigned By	Mr. Skippy J Fluffernutter (Chief of Naval Operations)
City	Provided	Request Track	Simple
State/Province	PA	Fee Limit	$0.01
Zip Code/Postal Code	12345		

Edit

Generate Invoice:
Creates a separate printable invoice for fees purposes.

Print Case File:
Will print the ENTIRE case file, all pages will be captured.

Transfer Request:
Used when transferring an item to a Non-DON FOIAonline using agency.

Delete Request:
Never use this, will permanently delete this item.

Request Handling

Request Info Available to the Public? No

Request Type

Request Perfected

Request Track Simple

* Perfected Date